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Academic Service Learning

- **Definition**
 - Indicator of instruction via Academic Service Learning
- **Definition (Expanded)**
 - A model that allows meaning from direct experience through high quality service that is performed for the benefit of others. Components of service learning include student voice, curricular integration, diversity, collaboration, partnerships, reflection, and assessment.
- **Specifications**
 - Optional on upload and lock
 - Data type: Alphanumeric
 - Size (bytes): 1
 - Value/Format: Y or N
- **Validation/Business Rules**
 - (CT29) When provided 'Academic Service Learning' indicator value must equal 'Y' or 'N'.

ASL Indicator	Description/Comments
Y	Yes, this is an ASL course.
N	No, this course/program is not an ASL course.

Alternative Education Program

- **Definition**
 - Alternative Education Program Type
- **Definition (Expanded)**
 - Available for alternative education programs that are not credit producing (e.g. s.118.15 contracts for HSED, GEDO#2, competency-based). Should not be used when local course title and credits are available.
- **Specifications**
 - Optional on upload, conditional on lock
 - Data type: Alphanumeric
 - Size (bytes): 5
 - Value/Format: Must be valid alternative education program code from DPI table.
- **Validation/Business Rules**
 - (CT33) When provided, 'Alternative Education Program' must be a valid Alternative Education code.
 - (CT34) 'Course Code' was provided as generic alternative education course, '22A01G', 'Alternative Education Program' code is a required. Null or 'NA' are not valid codes when 22A01G course code is provided.
 - (CT20) 'Alternative Education Program' was provided as a value other than 'NA', Not Applicable, and 'Course Code' was provided as a value other than '22A01G'. 'Alternative Education Program' is expected only when no other course code applies and the generic alternative education program course code, '22A01G,' is provided. If a course code other than '22A01G' is available for the alternative education course, then 'Alternative Education Program' should be 'NA,' Not Applicable.
 - (SC32) Alternative Education Program provided as 'CBPB', Competency Based and Project Based Programs'. Grade earned has been reset to 'CBC', Competency Based Credit.
 - (SC34) Alternative Education Program provided as 'CA', Challenge Academy'. Grade earned has been reset to 'E', Exempt.

CWCS Data Fields

Alternative Education Program (continued)

Alternative Education Program	Code	Description/Comments
Challenge Academy	CA	An Alternative Education Program operated by the Wisconsin Department of Military Affairs open to students' ages 16.9 to 19.
Competency-Based and Project-Based Programs	CBPB	Middle school and high school programs that rely on completion of competencies, not credits.
GEDO #2	GEDO2	GED Option 2 program for high school youth operated by a school district for 11th and 12th graders.
118.15 Contracts	HSED	Students who are enrolled at a technical college or with a community based organization for HSED preparation for 11th and 12th graders.
Jail and Detention	JD	Students who are enrolled to a school district where a county jail or detention center is located, generally for a short duration. Long-term enrollment may result in course and credit completion.
MPS Partnership Schools	PS	Alternative Education Programs operated by community based programs under contract with Milwaukee Public Schools for at-risk youth in grades 6-12.
Not Applicable	NA	This course is not associated with an Alternative Education Program.

Bilingual/ESL

- **Definition**
 - Type of Bilingual or ESL instruction for course designed specifically for students whose native language is not English.
- **Definition (Expanded)**
 - Bilingual/English as a Second Language (ESL) class includes a course of study designed specifically for students whose native language is not English, delivered either in English or primarily in the native language of the students. Additionally, a class may include a course of study delivered in English and the target language as part of a two-way immersion program to also qualify as Bilingual/ESL.
- **Specifications**
 - Optional on upload and on lock
 - Data type: Alphanumeric
 - Size (bytes): 2
 - Value/Format: Must be a valid bilingual / ESL code from DPI table.
- **Validation/Business Rules**
 - (CT32) When provided, 'Bilingual / ESL' must be a valid Bilingual / ESL code.

Bilingual/ESL	Code	Description/Comments
Bilingual	B	A course of study designed specifically for students whose native language is not English, and delivered primarily in the native language of the students.
English as a Second Language (ESL)	E	A course of study designed specifically for students whose native language is not English.
Two-Way Immersion	T	A course of study that is delivered in English and/or the target language as part of a two-way immersion program.
Not Applicable	NA	The course is not designed specifically for students whose native language is not English, nor is it part of a two-way immersion program.

Classroom Type

- **Definition**
 - Indicator of single or multiple grade level classroom
- **Definition (Expanded)**
 - Classroom type indicates the grade level(s) of students within a classroom, either single or multiple.
- **Specifications**
 - Optional field on upload and lock
 - Data type: Alphanumeric
 - Size (bytes): 1
 - Value/Format: Must be a valid classroom type code from a DPI table.
- **Validation/Business Rules**
 - (CT21) When provided, 'Classroom Type' must be a valid Classroom Type code.

Code	Description/Comments
S	Single – a single grade level classroom. For example; when you have an elementary classroom comprised of all second grade level students.
M	Multiple – a multiple grade level classroom. For example; when you have a high school course and the classroom is comprised of ninth and tenth grade level students.

Collection Type

- **Definition**
 - Collection Type
- **Definition (Expanded)**
 - Coursework Completion System will offer two collection periods during the first program year 2010-11. The third collection period is intended to collect summer school data and it will not be available until program year 2011-12. Each collection will be identified by a unique collection type.
- **Specifications**
 - Mandatory field on upload and lock
 - Data type: Alphanumeric
 - Size (bytes): 3
 - Value/Format: Must be a valid Collection from DPI Table
- **Validation/Business Rules**
 - (CT1) 'Collection Type' must be a valid Collection Type code
 - (CT2) 'Collection Type' is a required field
 - (SC1) 'Collection Type' is a required field
 - (SC2) 'Collection Type' must be a valid Collection Type code

Code	Description/Comments
CW1	Collection 1 – Generally intended to gather 1st & 2nd quarter, 1st semester and 1st trimester term data.
CW2	Collection 2 – Generally intended to gather 3rd & 4th quarter, 2nd semester, 2nd & 3rd trimester, and annual term data.
CW3	Collection 3 – Generally intended to gather summer school data.(will not be collected in program year 2010-11)

College Credits Earned

- **Definition**
 - Recognition of attendance or performance in a college level instructional activity (course or program) that can be applied by a recipient towards college requirements.
- **Specifications**
 - Optional field on upload and lock
 - Data Type: Numeric
 - Size (bytes): 5,3
 - Value/Format:
 - NN.NNN
 - Valid decimal values are .0, .25, .333, .5, .666, and .75,
 - Must be a numeric value 0.000 and 10.000.
- **Validation/Business Rules**
 - (SC36) 'College School Credits Earned' must be a numeric value between 0 and 10. Valid decimal values are .0, .25, .333, .5, .666, and .75.
 - (SC37) College credits earned was provided as a value greater than 0, Local Course Title must be provided.

Completion Status

- **Definition**
 - Completion Status is an indicator of whether the student completed the course (pass or fail), withdrew, or ended the term with an incomplete status.
- **Specifications**
 - Mandatory field on upload and lock
 - Data type: Alphanumeric
 - Size (bytes): 2
 - Value/Format: Must be valid COMPLETION_STATUS from DPI Table.
- **Validation/Business Rules**
 - (SC29) Completion Status must be a valid completion status code.
 - (SC30) Completion Status is a required for all student and completion records.

Completion Status	Code	Description/Comments
Incomplete	I	The student's coursework was not completed within the specified term hence this course is ineligible to be assigned a grade earned or credits earned.
Failing	F	The student's coursework recorded for this course or program was assigned a failing completion status.
Passing	P	The student's coursework recorded for this course or program was assigned a passing completion status.
Withdrawal or Dropped	WD	The student withdrew or dropped the course within the specified term and was assigned a completion status of withdrawal or dropped. A student receiving a withdrew or dropped completion status is ineligible to be assigned a grade earned or credits earned for that course.
Not Applicable	NA	Not Applicable

Course Code (Refer to: [WI DPI Course Codes](#) for complete list of valid course codes.)

- **Definition**

- Unique identifier assigned to a subject, course description, and course level

- **Definition (Expanded)**

- A unique identifier assigned to a course. The course code will utilize the NCES standards where applicable.
- Course code This is a 6 character alphanumeric field consisting of three parts:
 - Subject Area represented by a two-digit code
 - 22 general content categories
 - Course Identifier represented by three-digit code
 - The codes carry no meaning within themselves
 - As with all entries in the NCES Handbook series, “999” is reserved for courses coded as “other.”
 - The course descriptions are fairly general. They provide enough specificity to identify the course’s topic and to distinguish it from other courses in that Subject Area. However, the course descriptions do not include course objectives.
 - Course Level conveys the course’s level of rigor.
 - B for basic or remedial
 - G for general or regular
 - E for enriched or advanced,
 - H for honors

- **Specifications**

- Mandatory field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 6
- Value/Format: Must be a valid course code from DPI table.

- **Validation/Business Rules**

- (CT14) 'Course Code' must be a valid Wisconsin Course Code.
- (CT15) At least one 'Course Code' is required for each section.
- (CT16) 'Subject Area', 'Course Indicator', and 'Course Level' are combined to form the Course Code. Course Code must be a valid Wisconsin Course Code. At least one Course Code is required for each section.
- (CT17) 'Subject Area' is a required component of Course Code. Each course code must have 'Subject Area ', 'Course Identifier', and 'Course Level'.
- (CT18) 'Course Indicator' is a required component of Course Code. Each course code must have 'Subject Area ', 'Course Identifier', and 'Course Level'.

CWCS Data Fields

- (CT19) 'Course Level' is a required component of Course Code. Each course code must have 'Subject Area ', 'Course Identifier', and 'Course Level'.
- (CT20) 'Alternative Education Program' was provided as a value other than 'NA', Not Applicable, and 'Course Code' was provided as a value other than '22A01G'. 'Alternative Education Program' is expected only when no other course code applies and the generic alternative education program course code, '22A01G,' is provided. If a course code other than '22A01G' is available for the alternative education course, then 'Alternative Education Program' should be 'NA,' Not Applicable.
- (CT50) Though multiple course codes are allowed for a single section, any single course code may be included only once.
- (SC39) The 'Section ID' provided is associated with an elementary course code, while the 'Grade Level Placement' for this record was provided as '09', '10', '11', or '12'. Elementary course codes are intended for elementary grade levels and for grade levels '06', '07', 'or '08' taught using an elementary model.

Distance Education

- **Definition**
 - Indicator of instruction by distance communication methods
- **Definition (Expanded)**
 - Includes participation by a student in a course where the educational materials are provided through cable television, satellite classes, videotapes or correspondence courses.
- **Specifications**
 - Optional field on upload and lock
 - Data type: Alphanumeric
 - Size (bytes): 1
 - Value/Format: Must be “Y” or “N”.
- **Validation/Business Rules**
 - (CT24) When provided, 'Distance Education' must equal 'Y' or 'N'.
 - (CT25) Both 'Distance Education' and 'Virtual/Online Education' were provided as 'Y', yes. A section may be one or the other or neither, but not both. Coursework presented in an on-line or web based format which is offered by distance provider should be submitted as 'Virtual / On-line Education'.

Distance Education Indicator	Description/Comments
Y	Yes, the educational materials for this course/program were provided through cable television, satellite classes, videotapes or correspondence courses thus qualifying as Distance Education.
N	No, this course does not meet the guidelines to qualify as Distance Education.

DPI Educator File Number

- **Definition**
 - Unique six digit identifier assigned by Teacher Licensing
- **Definition (Expanded)**
 - This is the unique six-digit identifier assigned by Teacher Licensing to individuals when they apply for a license to teach in the State of Wisconsin. In the Coursework Completion System the DPI Educator File Number is used for educator identification, record matching against Teacher Licensing, and linking course and teacher data.
- **Specifications**
 - Mandatory on upload and on lock
 - Data Type: Numeric
 - Size (bytes): 6
 - Value/Format:
 - 000009
 - The section record must be unique based on the combination of fields, COLLECTION, DISTRICT, SCHOOL, RECORD_TYPE, YEAR, TERM, SECTION_ID and ED_FILE_NUMBER.
- **Validation/Business Rules**
 - (CT39) 'DPI File Educator Number' is a required number for each teacher provided for a section.
 - (CT41) 'DPI Educator File Number' must be 6 numeric digits. Leading zeroes must be included, if appropriate.
 - (CT44) Invalid combination of 'DPI Educator File Number', 'Last Name', and 'Former Last Name'.
 - (CT51) Though multiple DPI Educator File Numbers are allowed for a single section, any single DPI Educator File Number may be included only once.

Dual Enrollment Credit

- **Definition**

- A program through which high school students are dually enrolled in both high school and college (e.g., youth options, youth apprenticeship, advanced standing, transcribed credit) and earn both high school and college credit.

- **Specifications**

- Optional field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 4
- Value/Format: Must be valid dual enrollment credit code from DPI table.

- **Validation/Business Rules**

- (CT23) When provided, 'Dual Enrollment Credit' must be a valid Dual Enrollment Credit code.

Dual Enrollment Credit	Code	Description/Comments
Advanced Standing	AS	High school courses or competencies that result in advanced college standing in the technical college system.
Cooperative Academic Partnership Program	CAPP	The CAPP program existing in some Wisconsin school districts which allows students to take college-level courses and receive college credits without attending the college campus.
Transcribed Credit	TC	High school courses that also result in the simultaneous earning of college credit.
Youth Apprenticeship	YA	Students enrolled in a work-based learning program generally revolving around articulated and transcribed credit; 11th and 12th grade students.
Youth Options – Private College	YOPC	Students are enrolled in a WI private college course for high school credit (student also receives college credit); available only for 11th and 12th grade students.

Dual Enrollment Credit (continued)

Youth Options – Technical College	YOTC	Students are enrolled in a WI technical college course for high school credit (student also receives college credit); available only for 11th and 12th grade students.
Youth Options – UW-System	YOUW	Students are enrolled in a UW-system course for high school credit (student also receives college credit); available only for 11th and 12th grade students.
Not Applicable	NA	This course is not associated with a dual enrollment credit indicator.

Enroll Date

- **Definition**

- The school enrollment date is the date a student initially receives educational services from a school during a period of continuous enrollment at a school. A separate enrollment date is required for each continuous period of enrollment at any given school. School enrollment dates are collected as part of the Wisconsin Student Number Locator System.
- This should be the enroll date as reported in the WSLs.

- **Specifications**

- Mandatory field on upload and lock
- Data type: Date
- Size (bytes): 10
- Value/Format: FORMAT MM/DD/YYYY or MM-DD-YYYY.

- **Validation/Business Rules**

- (SC19) Enroll Date is expected in this format MM/DD/YYYY or MM-DD-YYYY.
- (SC20) Enroll Date is a required for all student and completion records.
- (SC21) The enrollment period identified by the WSN, District, School and Enroll Date is required for every student and completion record.
- (SC22) No WSLs record exists for the WSN, District, School, and Enroll Date identified for this record.
- (SC23) The enrollment period identified by the WSN, District, School and Enroll Date does not include days within the current school year, 7/1 to 6/30.

Equivalency

- **Definition**

- Graduation Equivalency Type

- **Definition (Expanded)**

- The terminology “equivalent graduation policy” refers to approved courses that are by subject area that permit selected equivalent courses as long as such courses contain the time allotment and substantially the same objectives to develop the knowledge, concepts, and skills of the course for which an equivalent is proposed.
- Through an approval process established by the Department of Public Instruction (DPI) school districts may apply to have courses approved for equivalency to other courses.
- Chapter PI 18.02 defines “equivalent graduation policy” as “a board policy which meets the credit requirements specified (s. 118.33, Wis. Stats.,) for each subject area, but which permits selected equivalent courses as long as such courses contain the time allotment and substantially the same objectives to develop the knowledge, concepts, and skills of the course for which an equivalent is proposed.”
- Only courses that have been approved by DPI should be identified as such in this field.

- **Specifications**

- Optional on upload and on lock
- Data type: Alphanumeric
- Size (bytes): 3
- Value/Format: Must be a valid equivalency value from DPI table.

- **Validation/Business Rules**

- (CT30) When provided, 'Equivalency' must be a valid equivalency code.

Code	Equivalency
ELA	English Language Arts
M	Math
S	Science
SS	Social Studies
NA	Not Applicable

Grade Earned

- **Definition**

- An alphanumeric grade assigned by a licensed educator indicating a student's level of accomplishment in a course. Grade earned is based on a 4.000 numeric point scale and should be unweighted. DPI has included several alternative grade earned indicators for courses when a numeric grade earned is not appropriate.

- **Specifications**

- Optional field on upload and conditional on lock
- Data type: Alphanumeric
- Size (bytes): 4
- Value/Format: Must be a numeric value between 0.000 and 4.000 or a valid value from DPI Table.

- **Validation/Business Rules**

- (SC31) Grade Earned must be a numeric value between 0.000 and 4.000 or a valid grade earned code.
- (SC32) Alternative Education Program provided as 'CBPB', Competency Based and Project Based Programs'. Grade earned has been reset to 'CBC', Competency Based Credit.
- (SC33) Grade Earned is a required all student and completion records where Grade Level Placement is '09', '10', '11' or '12'.
- (SC34) Alternative Education Program provided as 'CA', Challenge Academy'. Grade earned has been reset to 'E', Exempt.

Code	Description/Comments
N.NNN	Based on a 4.000 numeric point scale.
CBC	Competency Based Credit – credit based on the competency level and/or proficiency level achieved.
E	The course or program is exempt from receiving a grade earned.
O	Other is available for grading exceptions ONLY. DPI will be auditing school districts that report other as a grade earned in an effort to evaluate the need for additional grade earned indicators/codes.
NA	The value of not applicable is restricted for usage when the course completion status equals incomplete.

Grade Level Placement

- **Definition**
 - Grade level is the level of the educational program studied by a student.
- **Specifications**
 - Mandatory field on upload and lock
 - Data type: Alphanumeric
 - Size (bytes): 2
 - Value/Format:
 - Must be a valid Grade Level Placement from DPI table.
 - Must be within the Low High Range for the school.
- **Validation/Business Rules**
 - (SC24) 'Grade Level Placement' must be a valid grade level code.
 - (SC25) 'Grade Level Placement' is a required for all student and completing records.
 - (SC26) 'Grade Level Placement' must be within the low to high range of the submitting school.
 - (SC39) The 'Section ID' provided is associated with an elementary course code, while the 'Grade Level Placement' for this record was provided as '09', '10', '11', or '12'. Elementary course codes are intended for elementary grade levels and for grade levels '06', '07', 'or '08' taught using an elementary model.

CWCS Data Fields

Grade Level	Code	Description/Comments
3-yr-old kindergarten	K3	Only used by Milwaukee Public Schools.
4-yr-old kindergarten	K4	Students at K4 must be 4 years old on or before September 1 in the year that he or she proposes to enter school. (See Section 118.14, Wis. Stats.)
Pre-kindergarten	PK	Pre-kindergarten level programs such as early childhood special education, Title I preschool, district operated at-risk programs, and Head Start. If a student is simultaneously enrolled in a K3, K4, or KG program, then use that code not PK
Kindergarten Grade 1 Grade 2 Grade 3 Grade 4 Grade 5 Grade 6 Grade 7 Grade 8 Grade 9	KG 01 02 03 04 05 06 07 08 09	<p>Grade level of the prescribed course of the study. For students who are in multiage classrooms consider how the curriculum taught best fits into the traditional grade structure.</p> <p>Unless early admission criteria under s. 120.12(25), Wis. Stats. are met, students at KG (5-year-old kindergarten) must be 5 years old on or before September 1 in the year he or she proposes to enter school.</p> <p>Students at Grade 1 must be 6 years old, on or before September 1 in the year he or she proposes to enter school. (See Section 118.14, Wis. Stats.)</p> <p>Exception: for students with the most significant cognitive disabilities, record the grade to which children of the same age would be assigned if that school applied a traditional grade structure.</p>
Grade 10	10	The # of credits earned must at least equal the (credits required for graduation * 1/4) minus (credits required for graduation * 1/7). See table and exception below. Districts may establish additional or more rigorous requirements for placement at each grade.
Grade 11	11	The # of credits earned must at least equal the (credits required for graduation * 1/2) minus (credits required for graduation * 1/7). See table and exception below. Districts may establish additional or more rigorous requirements for placement at each grade.
Grade 12	12	The # of credits earned must at least equal the (credits required for graduation * 3/4) minus (credits required for graduation * 1/7). See table and exception below. Districts may establish additional or more rigorous requirements for placement at each grade.

High School Credits Earned

- **Definition**

- High School Credits Earned in recognition of attendance or performance in a high school level instructional activity (course or program) that can be applied by a recipient toward the requirements for a diploma, certificate, or other formal award.

- **Specifications**

- Optional field on upload and lock
- Data Type: Numeric
- Size (bytes): 5,3
- Value/Format:
 - NN.NNN
 - Valid decimal values are .0, .25, .333, .5, .666, and .75
 - Must be a numeric value 0.000 and 10.000.

- **Validation/Business Rules**

- (SC35) 'High School Credits Earned' must be a numeric value between 0 and 10. Valid decimal values are .0, .25, .333, .5, .666, and .75.

Local Course Title

- **Definition**

- Local Course Title

- **Definition (Expanded)**

- The Local Course Title is a free-form text field which an LEA may choose to use as a better descriptor for the college course title. A Youth Options course section, Local Course Title could contain the course name and number of the college course; for example, "UW-Madison Math 221 Calculus and Analytic Geometry".
 - This free-form text field will have a maximum of 100 characters.
 - Avoid use of special characters.

- **Specifications**

- Optional field on upload and conditional on lock
- Data type: Alphanumeric
- Size (bytes): 100
- Value/Format: Must be 100 characters or less.

- **Validation/Business Rules**

- (CT22) Local Course Title must be 100 characters or less. Avoid use of special characters !@#\$%^&*"?=<>,{ } .

Part-time Open Enrollment District

- **Definition**

- For part-time open enrollment students taking up to two courses in a district other than the submitting district, identify the district providing educational services for this section.

- **Definition (Expanded)**

- Part-time open enrollment district will be a parallel collection for 2010-11, as the data will be collected within the PI 1215 under the 4th Tab
 - Part 1 includes the number of resident students attending another school district for purposes of participation as a part-time student in the Open Enrollment Program.
 - Part 2 includes the number of non-resident students attending courses offered within your district.
- This count does not include resident private school and home based students who take courses under s. 118.145(4), Wis. Stats. Nor does it include students' enrolled in a postsecondary program. This data is used to complete the School performance Report (SPR) s. 115.38, Wis. Stats. In addition, the courses offered by your district and the student count for only non-resident students.
- Part-time open enrollment district will be collected as an optional field for 2010-11 CWCS data collection and DPI will use this data to validate against the data reported by district within the PI 1215 for accuracy throughout 2010-10 in preparation for this being a mandatory field in program year 2011-12.

- **Specifications**

- Optional field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 4
- Value/Format: 'NA' or valid District Code

- **Validation/Business Rules**

- (SC38) Must be, either 'NA', Not Applicable or a valid District Code for a district that was open at some time during the collection year.

P-T OE District Code	Description/Comments
FORMAT 0009	1) Must be a valid District Code from DPI Table. 2) District must be open at some point during the school year identified by YEAR.
NA	Not applicable. This student does not qualify as part-time open enrollment.

Project Based Learning

- **Definition**
 - Indicator of instruction via project based or extended inquiry process
- **Definition (Expanded)**
 - A model contrary to traditional teaching that permits learners to identify and formulate their own problems they have a desire to solve. The learning activities are spread over a period of time, are interdisciplinary and student-centered. The student designs, develops knowledge, executes critical thinking and typically demonstrates learning publicly for project completion.
- **Specifications**
 - Optional field on upload, conditional on lock
 - Data type: Alphanumeric
 - Size (bytes): 1
 - Value/Format: Must be “Y” or “N”.
- **Validation/Business Rules**
 - (CT27) When provided, 'Project Based Education' indicator must equal 'Y' or 'N'.
 - (CT28) Generic project based learning course code was provided, '22P01B', '22P01G', '22P01E', or '22P01H', but 'Project Based' indicator was either null or 'N'. 'Project Based' indicator has been reset to 'Y', Yes.

PBL Indicator	Description/Comments
Y	Yes, this is a project based learning course/program.
N	No, this course does not meet the guidelines to qualify as project based learning.

Record Type

- **Definition**
 - Record Type
- **Specifications**
 - Mandatory field on upload and lock
 - Data type: Alphanumeric
 - Size (bytes): 3
 - Value/Format: Must be a valid District Code from DPI Table.
- **Validation/Business Rules**
 - (CT13) 'Record Type' must equal 'WCT' for CWCS course and teacher load file.
 - (SC13) 'Record Type' must equal 'WS' for CWCS student load file.

School Code

- **Definition**
 - School within the district submitting CWCS data
- **Specifications**
 - Mandatory field on upload and lock
 - Data type: Alphanumeric
 - Size (bytes): 4
 - Value/Format:
 - Must be a valid District Code from DPI Table.
 - District must be open at some point during the school year identified by YEAR.
 - FORMAT 0009 – Leading Zeroes
- **Validation/Business Rules**
 - (CT4) The 'School Code' provided is not valid within the submitting district for the current collection school year.
 - (CT5) 'School Code' must equal the submitting school. Rule applies for individual school users only.
 - (CT45) School within district has no sections reported to CWCS.
 - (SC4) The 'School Code' provided is not valid within the submitting district for the current collection school year.
 - (SC5) 'School Code' must equal the submitting school. Rule applies for individual school users only.
 - (SC41) School within district has no students reported to CWCS.

Section ID

- **Definition**

- Unique identifier defined by the district to differentiate courses into units associated with a specific teacher or group of teachers and a specific group of students

- **Definition (Expanded)**

- A unique identifier defined by the district to differentiate courses offered into distinct sections necessary to associate teachers to students taught.
- This identifier must be unique within the school for a given collection.
- A section may be a classroom unit, a project unit, or other group of students associated with a specific time, block, or other period of time. For example, American Literature 205A held during period 1 in room 34 could be 00205AF2010, AmLit205A, 01054AmLitP1R34, 01054010034, or any other identifier deemed appropriate by the district.

- **Specifications**

- Mandatory field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 25
- Value/Format:
 - Must be 25 characters or less and may not contain spaces or blanks.
 - The section record must be unique based on the combination of fields, COLLECTION, DISTRICT, SCHOOL, RECORD_TYPE, YEAR, TERM, SECTION_ID, and COURSE_CODE.

- **Validation/Business Rules**

- (CT10) 'Section ID' must be 25 characters or less and may not include spaces, blanks or special Characters like !@#\$%^&*"'?=<>,{}.
- (CT11) 'Section ID' must be provided for all CWCS records.
- (CT12) 'Section ID' must be unique based on collection type, district, year, school, term, record type, course code, and section ID. Refer to Appendix A of the CWCS Interface Specifications for more information.
- (SC10) 'Section ID' must be 25 characters or less and may not include spaces, blanks or special Characters like !@#\$%^&*"'?=<>,{}.
- (SC11) 'Section ID' must be provided for all CWCS records.
- (SC12) 'Section ID' provided for student and completion record must match the section ID of a course and teacher record submitted for the matching collection type, district, school, year, and term. Refer to Appendix A of the CWCS Interface Specifications for more information.

Submitting District

- **Definition**
 - District submitting data
- **Specifications**
 - Mandatory field on upload and lock
 - Data type: Alphanumeric
 - Size (bytes): 4
 - Value/Format:
 - Must be a valid District Code from DPI Table.
 - District must be open at some point during the school year identified by YEAR.
 - FORMAT 0009 – Leading Zeroes.
- **Validation/Business Rules**
 - (CT3) 'Submitting District' within the file upload header must equal the district submitting the file for upload. The district must be open for the collection year.
 - (SC3) 'Submitting District' within the file upload header must equal the district submitting the file for upload. The district must be open for the collection year.

Teacher Former Last Name

- **Definition**
 - Teacher former last name
- **Specifications**
 - Conditional on upload and on lock
 - Data type: Alphanumeric
 - Size (bytes): 20
 - Value/Format: Must be a valid value from DPI table when Last Name is not a valid value from DPI table.
- **Validation/Business Rules**
 - (CT43) 'Former Last Name' must be 20 characters or less and may only contain the letters A-Z, a space, a dash or a single quote. A special character (space, dash, or single quote) cannot be preceded or followed by the same special character. A space is not allowed preceding or following a dash or a single quote.
 - (CT44) Invalid combination of 'DPI Educator File Number', 'Last Name', and 'Former Last Name'.

Teacher Last Name

- **Definition**
 - Teacher last name
- **Specifications**
 - Mandatory on upload and on lock
 - Data type: Alphanumeric
 - Size (bytes): 20
 - Value/Format: Must be a valid value from DPI table when Former Last Name is not provided.
- **Validation/Business Rules**
 - (CT40) 'Last Name' is a required for each teacher provided for a section.
 - (CT42) 'Last Name' must be 20 characters or less, may contain A-Z, a space, a dash or a single quote. A special character (space, dash, single quote) cannot be preceded or followed by the same special character. A space is not allowed preceding or following a dash or a single quote.
 - (CT44) Invalid combination of 'DPI Educator File Number', 'Last Name', and 'Former Last Name'.

Teacher Role

- **Definition**
 - Teacher Role Type
- **Definition (Expanded)**
 - A teacher can have many roles. As an educator a “teacher role” could be to monitor students, develop curriculum, student assessment or work with another educator on a course.
 - In CWCS a teacher role is defined by what the teacher does in a given section. An individual, assigned to a Section ID, which assists in the acquisition of knowledge by another.
- **Specifications**
 - Optional on upload, mandatory on lock
 - Data type: Alphanumeric
 - Size (bytes): 2
 - Value/Format: Must be a valid teacher role code from DPI table.
- **Validation/Business Rules**
 - (CT35) 'Teacher Role' must be a valid Teacher Role code.
 - (CT36) 'Teacher Role' is a required for each teacher provided for a section.
 - (CT37) When Teacher Role equals 'MT', Multiple Teacher, two or more teachers must be provided for the section.
 - (CT38) The collaborating educator role is available to identify a secondary teacher associated with a section. The primary teacher must also be associated with the section and must have a role other than 'CT', Collaborating educator.

Teacher Role	Code	Description/Comments
Collaborating Educator	CT	An educator working in collaboration with another teacher assigned to a section.
Monitoring Educator	ME	An educator (teacher, administrator, pupil services personnel) who is assigned to monitor students who are taking courses or enrolled in a program not being taught by a district teacher.
Multiple Teachers	MT	A member of a group of two or more educators assigned to a section and who is equally responsible for curriculum development and assessment.
Single Teacher	ST	The educator assigned to a section who is responsible for curriculum development and assessment.

Term

- **Definition**
 - An indicator for when the course is offered that varies by district, school, and/or grade level.
- **Specifications**
 - Mandatory field on upload and lock
 - Data type: Alphanumeric
 - Size (bytes): 3
 - Value/Format:
 - Must be a valid District Code from DPI Table.
 - Many terms may be submitted per file.
- **Validation/Business Rules**
 - (CT7) Term is required and must be a valid Term code.
 - (CT9) 'Term' must be provided for all CWCS records.
 - (SC7) Term is required and must be a valid Term code.
 - (SC9) 'Term' must be provided for all CWCS records.

Code	Description/Comments
1S	First Semester
2S	Second Semester
1T	First Trimester
2T	Second Trimester
3T	Third Trimester
1Q	First Quarter
2Q	Second Quarter
3Q	Third Quarter
4Q	Fourth Quarter
A	Annual
SM	Summer School (will not be collected in program year 2010-11)

Virtual/Online Education

- **Definition**
 - Indicator of instruction in on-line or virtual environment
- **Definition (Expanded)**
 - Virtual online education programs where student's enrollment and participation in the course is done through the internet (online). These types of educational programs are available for students at grade levels K-12.
- **Specifications**
 - Optional field on upload and lock
 - Data type: Alphanumeric
 - Size (bytes): 1
 - Value/Format: Must be "Y" or "N".
- **Validation/Business Rules**
 - (CT25) Both 'Distance Education' and 'Virtual/Online Education' were provided as 'Y', yes. A section may be one or the other or neither, but not both. Coursework presented in an on-line or web based format which is offered by distance provider should be submitted as 'Virtual / On-line Education'.
 - (CT26) When provided, 'Virtual / On-line Education' indicator must equal 'Y' or 'N'.

Virtual Online Indicator	Description/Comments
Y	Yes, the educational materials for this course/program were provided through the internet (online) thus qualifying as virtual online education.
N	No, this course does not meet the guidelines to qualify as virtual online education.

WSN ID

- **Definition**

- The Wisconsin Student Number is a unique, unduplicated number assigned to each student enrolled in Wisconsin public schools. The Wisconsin Student Number Locator System is used to assign a WSN. The WSN is intended to be the student's sole identifier throughout his or her PK-12 experience. Parents cannot opt their child out of being assigned a number in the system.

- **Specifications**

- Mandatory field on upload and lock
- Data Type: Numeric
- Size (bytes): 10
- Value/Format:
 - 0000000009
 - Each student record must match an existing WSLS record for this DISTRICT and SCHOOL using the following field combination:
WSN_ID and ENROLL_DATE

- **Validation/Business Rules**

- (SC17) WSN_ID must use format 9999999999.
- (SC18) WSN ID is required for every student and completion record.
- (SC28) A student may have only one record per section ID per term.
- (SC40) Less than 75% of students enrolled on the 3rd Friday are reported to CWCS.

Year

- **Definition**
 - School Year
- **Specifications**
 - Mandatory field on upload and lock
 - Data type: Alphanumeric
 - Size (bytes): 4
 - Value/Format: YYYY, i.e. '2011' for files submitted for the 2010-11 school term.

World Language

- **Definition**
 - Additional language other than native language (English)
- **Definition (Expanded)**
 - World Language Courses are domestic courses of study in languages other than English. Courses may be designed to meet the needs of heritage or second language learners. Such courses were previously commonly referred to as “Foreign Language” courses.
- **Specifications**
 - Optional on upload and on lock
 - Data type: Alphanumeric
 - Size (bytes): 9
 - Value/Format: Must be a valid world language code from a DPI table.
- **Validation/Business Rules**
 - (CT31) When provided, 'World Language' code must be a valid World Language code.

CWCS Data Fields

World Language (continued)

World Language	Code	Description/Comments
Foreign Language Exploratory (FLEX) Programs	FLEX	Exploratory Foreign language model at the middle school level that introduces learners to one or more languages during a short period usually no more than nine weeks. FLEX models are topic focused with an emphasis on: vocabulary, awareness and appreciation for the culture and motivation to start a formal foreign language program.
Foreign Language in the Elementary School (FLES) Programs	FLES	Foreign language model delivered at the elementary level-varies on frequency of meeting times and minutes per session. Instruction is delivered by a qualified foreign language teacher with a focus on language proficiency cultural knowledge and content integration.
Two-Way Immersion Programs	IMMR	50% or more of the student's day is spent learning in a language other than English.
World Language	WL	A world language program included within the 'Foreign Language and Literature' subject area of the NCES course codes.
Not Applicable	NA	Not applicable.